

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
274-02

**Effective Date:**  
2/22/2016

**Subject:**  
Twenty-Four Hour Warrant Records Access

**Approved by:**  
  
**Steven D. Hebbe, Chief of Police**



### **PURPOSE:**

To establish procedures assuring 24-hour access to criminal warrants.

### **POLICY:**

It is the policy of the Farmington Police Department to maintain a criminal warrant system with 24-hour accessibility.

### **PROCEDURE:**

Local warrants are issued by Municipal, Magistrate and District Courts. Upon arrival at the Warrants Office of the Police Department, the warrant information is entered into the Multi-Jurisdictional Integrated Public Safety Information System (M.I.P.S.I.S.) for county wide retrieval. Each felony or misdemeanor arrest warrant obtained will be entered into M.I.P.S.I.S. with all other arrest warrants. It is the responsibility of the Officer obtaining a felony arrest warrant to determine if the arrest warrant will be entered into the National Crime Information Center (N.C.I.C.). The warrants are then transported to the San Juan County Communications Center where they are filed alphabetically for twenty-four hour availability for all law enforcement agencies in San Juan County.

Warrants are maintained as active until served or pulled by the issuing court. Officers confirm validity of warrants through the Communications Center. After confirming the warrant's validity, suspects are transported to the Detention Center, the Communications Center faxes a copy of the warrant to the Detention Center, and the suspect is booked on the warrant(s). The Detention Center then contacts the Communications Center to have the warrant purged from M.I.P.S.I.S. and/or N.C.I.C.

If an arrest warrant is quashed by the issuing court, it is the responsibility of the Court Clerk to notify the Communications Center which pulls the arrest warrant and purges it from M.I.P.S.I.S. and/or N.C.I.C. All arrest warrants are returned to the issuing court.

All warrants must be confirmed prior to service.

Arrest warrants from out of state agencies must be validated by a copy of the N.C.I.C. entry, and confirmation of extradition from the agency.